

ORIGINALS OF FILE  
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LOGNOTE -- Acting Chief, Operations Group, 15 October 1986

1. [ ] MOVE COMMITTEE MEETING--Funding for the Reston project renovation is likely to be approved soon, but has not yet been made available. Before an RFP is sent out requesting bids, we must have the funds available. The RFP is scheduled for 24 October, and a delay would affect the move schedule. Under the current schedule set up by RECD, which is not the actual schedule planned, Ops would move by 3 April.

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Each component will need to identify a key person who will help in the actual move, identifying exactly what is moved where in each office. This task will be carried out on a weekend or in the evening, and overtime can be paid to those eligible. Each person will have to identify all material they want moved. Everyone must pack his/her own classified material since the movers will not be cleared. To the extent possible, we shall have file cabinets or conservafiles available in Reston for the files moved, but we can expect some items to remain in boxes for awhile so good labeling is required.

Parking in Reston has been requested at the rate of one space in the general lot for each 1.2 people. This should be fully sufficient considering leaves, TDYs, and carpools. We will need to build another lot. Parking will be by permit only.

FBIS has put [ ] on the unfunded list to pay for additional modular furniture for those components requiring a modular layout. The furniture will be made available to others in a future FY. The WSS furniture needs to be ordered by the end of November to meet schedule.

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Dependents of Agency employees are needed for escort duty at Reston. All are invited to apply.

We shall try to avoid changes in building plans from now on since they will cost more money than most are worth. We have reached the 100 percent design completion stage.

We are still discussing how to handle the smoking issue. The decision is up to D/FBIS.

(cc: C/DRD, C/MOD)